



Request for Qualifications

Construction Manager-At-Risk Services

Municipal Offices, Police Station and Fire Station

ISSUED: February 6, 2013

DUE: March 1, 2013
10:00 a.m.

Table of Contents

- I. PURPOSES OF RFQ**
- II. LOCATION**
- III. OBJECTIVES**
- IV. SCOPE OF WORK**
- V. PROJECT DURATION**
- VI. SELECTION PROCESS**
- VII. EVALUATION CRITERIA**
- VIII. ADDITIONAL INSTRUCTIONS, NOTIFICATIONS, AND INFORMATION**
- IX. SUBMITTAL INSTRUCTIONS**

The City of Leon Valley (the “City”) invites the submittal of response to this RFQ from qualified firms (or teams) interested in providing Construction Manager-At-Risk (CMAR) services in connection with the design and construction of a new fire station and the renovation of existing municipal facilities to include a new police station and municipal offices (the “Project”).

The project is currently under design by the City of Leon Valley’s retained architectural firm OCO Architects. The Project is anticipated to include some or all of the following items within its scope: Mechanical systems; electrical systems; plumbing systems; communications runs; security and camera systems; access control systems; fire alarm and sprinkler systems; site preparation; site drainage; site utilities; site parking lots and driveways; site landscaping and irrigation system; site electrical and light; emergency power generator(s); and all other appurtenances necessary for the complete Project.

Responses are solicited for this service in accordance with the terms, conditions, and instructions set forth in the RFQ guidelines.

The City of Leon Valley will receive responses to this RFQ at the office of the Purchasing Agent, located at 6400 El Verde Road, Leon Valley, TX 78238 until 10:00 a.m. on March 1, 2013. Receipt of response does not bind the City of Leon Valley to any contract or said services, nor does it give any guarantee that a contract for the Project will be awarded.

CONSTRUCTION MANAGER-AT-RISK SERVICES

I. PURPOSES OF RFQ

The City of Leon Valley invites the submittal of responses to this “Request for Qualifications” (RFQ) from qualified firm(s) interested in providing “Construction Manager-At-Risk” services in accordance with Chapter 2267 of the Texas Government Code in connection with the design and construction of a new fire station and the renovation of existing municipal facilities to include a new police station and municipal offices and associated appurtenances.

II. LOCATION

City of Leon Valley
6400 El Verde Road
Leon Valley, Texas 78238

III. OBJECTIVES

The City of Leon Valley proposes to retain a highly qualified, capable firm to act as the CMAR during the design and construction of the Project in a two-step selection process. Firms who participate in this RFQ process are sometimes referred to as “Respondents” and “CMAR Firm(s)”. The City of Leon Valley will give prime consideration to the CMAR Firm with significant, current experience in the management of projects similar to the project and experience with performing CMAR projects in Texas under Chapter 2267 of the Texas Government Code (or other prior applicable state statutes). Pursuant to its statutory authority, The City of Leon Valley reserves the right to negotiate with a selected CMAR Firm but shall not be obligated to enter into any contract with any Respondent on any terms or conditions. At the time of issuance of this RFQ, the City does not anticipate conducting interviews of Respondents, but the City reserves the right to conduct interviews of potential CMAR Firms, with no further obligation.

IV. SCOPE OF WORK

The City of Leon Valley anticipates the scope of work to consist of the following responsibilities: The CMAR Firm will serve as an integral team member during the design process and throughout the construction process. The selected Respondent will be the Construction Manager-At-Risk for the Project, which is the construction of a new fire station and the renovation of existing municipal facilities to include a new police station and municipal offices. The City anticipates the following items will be included in the scope of the Project: mechanical systems; electrical systems; plumbing systems; communications runs; security and camera systems; access control systems; fire alarm and sprinkler systems; site preparation; site drainage; site utilities; site parking lots and driveways; site landscaping and irrigation system; site electrical and lighting; emergency power generator(s); and all other appurtenances necessary for the complete Project. The Project will be designed and constructed to meet all applicable federal, state, and local accessibility standards.

The CMAR Firm will be also responsible for: obtaining all applicable permits and inspections; providing all necessary performance and payment bonds and insurance certificates; and providing the City with all manufacturers' warranties and all operations and maintenance (O & M) manuals for all equipment installed.

The selected CMAR Firm may be required to perform the following Pre-construction Services and Construction Services. Pre-construction Services may include, but not necessarily be limited to, planning and estimating work up to and including the establishment of a Guaranteed Maximum Price (GMP) for the project. Construction Services may include, but not necessarily be limited to, all work associated with construction, occupancy and warranty of the facilities.

The following represents a summary of the proposed improvements and estimated budget:

- New fire station, police station, and municipal offices.
- All Project mechanical systems; electrical systems; plumbing systems; communications runs; security and camera systems; access control systems and fire alarm and sprinkler systems.
- Site preparation.
- Site drainage.
- Site utilities.
- Site parking lots and driveways.
- Site landscaping and irrigation system.
- Site electrical and lighting.
- Emergency power generator(s).
- Miscellaneous appurtenances necessary for the complete Project.
- Estimated maximum construction budget is approximately \$6,300,000. This includes all incidental and contingent expenses associated with the construction of the Project.

V. PROJECT DURATION

The Project is currently in the early design phases. The City has established a target commencement date for construction activities as July 15, 2013. The projected completion date is estimated to be May 15, 2015.

VI. SELECTION PROCESS

Selection of CMAR Firms will follow the Phase 1 evaluation process. At this time, interviews are not planned but the City reserves the right to request interviews of qualified firms prior to making its Phase 2 selection.

From a review of the statements of qualifications received, the City of Leon Valley's evaluation team intends to rank selected CMAR Firms no later than March 18, 2013. Subsequently, all selected CMAR Firms will be asked to provide pricing information for consideration in step 2 of the 2-phase selection process. During the second phase, the City of Leon Valley may choose to interview those CMAR Firms. If the City of Leon Valley desires to interview your firm, you will receive notification by mail of the date and time of the interview.

The deadline for Responses to Phase 2 will be March 26, 2013.

The City of Leon Valley will use a selection committee to evaluate the submittals. The statements of qualifications received will be part of the selection process utilized by the City of Leon Valley together with a potential interview and subsequently provided pricing and cost information.

The preferred team then will negotiate with the City Manager on contract conditions. If a contract cannot be successfully negotiated with the team of choice, in the opinion of the City Manager, negotiations will proceed with the second choice team until a mutually agreed contract can be negotiated.

VII. EVALUATION CRITERIA

The criteria used to evaluate the RFQ responses will include, but not be limited to, the following (items listed below are not listed in order of importance):

- A. QUALIFICATIONS OF CMAR FIRM.** Qualifications of firm in executing CMAR projects, and qualifications related to collaborating with design partners in constructability and Value Analysis in this delivery method.
- B. EXPERIENCE ON SIMILAR PROJECTS (EMPHASIS ON LAST FIVE (5) YEARS).** Related CMAR and other police, fire, and municipal project experience, as well as completed and ongoing projects of the firm(s) and individuals who would be assigned to this Project.

- C. EXPERIENCE ON LEON VALLEY PROJECTS.** Related project experience with the City of Leon Valley including work in Bexar County and surrounding counties for public owners, as well as experience with local subcontractors, with particular attention to individuals who would be assigned to this Project.
- D. AVAILABLE RESOURCES TO COMPLETE PROJECT.** This criterion would include personnel, resources and methodologies commonly used by your firm that may be applicable to the project categories.
- E. CORPORATE HISTORY AND STABILITY.** This criterion includes the historical stability of the CMAR Firm, its corporate structure and longevity, its history involving litigation or arbitration with owners and subcontractors, and a statement of any liquidated damages that have previously been withheld by public owner clients of the CMAR Firm on projects in the last five (5) years.
- F. OVERALL RESPONSIVENESS TO THE RFQ.**
- G. REFERENCES.**
- H. COST.** This criterion will be considered in phase 2 of the submittal process only. CMAR Firms invited to participate in the second phase will be required to provide information concerning the CMAR Firms requested compensation for both pre-construction and construction phase services.

Item	Weighting	
	Phase 1	Phase 2
A. QUALIFICATIONS OF CMAR FIRM	25%	15%
B. EXPERIENCE ON SIMILAR PROJECTS	25%	15%
C. EXPERIENCE ON LEON VALLEY PROJECTS	15%	10%
D. AVAILABLE RESOURCES TO COMPLETE PROJECT	15%	5%
E. CORPORATE HISTORY AND STABILITY	10%	5%
F. OVERALL RESPONSIVENESS TO THE RFQ	5%	5%
G. REFERENCES	5%	5%
H. COST	0%	40%

VIII. ADDITIONAL INSTRUCTIONS, NOTIFICATIONS, AND INFORMATION

- A. ALL INFORMATION TRUE –** Respondent represents and warrants to the City of Leon Valley that all information provided in the response shall be true, correct and complete. Respondents who provide false, misleading, or incomplete

information, whether intentional or not, in any of the documents presented to the City of Leon Valley for consideration in the selection process shall be excluded.

- B. INQUIRES** – Do not contact the City of Leon Valley during the selection process to make inquiries about the progress of this selection process. Such contact may result in disqualification. Respondents will be contacted when it is appropriate to do so.
- C. COST OF RESPONSES** – the City of Leon Valley will not be responsible for the costs incurred by anyone in the submittal of responses.
- D. CONTRACT NEGOTIATIONS** – This RFQ is not to be construed as a contract or as a commitment of any kind. If this RFQ results in a contract offer by the City of Leon Valley the specific scope of work, associated fees, and other contractual matters will be determined during contract negotiations.
- E. NO OBLIGATION** – the City of Leon Valley reserves the sole right to (1) evaluate the responses submitted; (2) waive any irregularities therein; (3) select candidates for the submittal of more detailed or alternate proposals (4) accept any submittal or portion of submittal; (5) reject any or all Respondents submitting responses, should it be deemed in the City of Leon Valley's best interest, or (6) cancel the entire process.

IX. SUBMITTAL INSTRUCTIONS

Sealed submittals are required. Submittals shall be delivered to the Purchasing Agent at the address set forth below on or before 10:00 a.m. local time, March 1, 2013. All submittals must be clearly labeled on the outside with the Respondent's name and the name of the Project. Late submittals will not be considered.

Seven (7) copies of the responses are to be addressed to:

**City of Leon Valley
c/o Rhonda Hewitt
Purchasing Agent
6400 El Verde Road
Leon Valley, TX 78238**

END OF DOCUMENT